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Chief, Management Staff

26 September 1956

Chief, O&amp;M Staff, DD/P Area

Area Weekly Report for Period 20 September Through 26 September

## 1. Accomplishments:

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[ ]

Employee Suggestion #1926, Change in Heading on Cable Forms

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[ ]

MS-985, Changes in [ ] Station T/O  
EE, 4 Positions25X1A6  
AMS-990, EE, Changes in [ ] Station  
T/O, 4 Positions25X1A6  
AMS-996, EE, Transfer of Positions in  
[ ] Station, 3 Positions25X1A6  
AMS-1010, EE, Transfer and Upgrading of  
Position BGF-378, 2 PositionsMS-997, EE, Changes in [ ] Station  
T/O, 4 Positions25X1A6  
AMS-986, TSS, Request for Relocation of  
PositionsMS-974, EE, Reallocation of Positions in  
[ ] Base, 2 Positions25X1A6  
AMS-994, EE, Revision of [ ] Station  
T/O, 5 Positions25X1A6  
AMS-1003, EE, Transfer of Position  
BGF 1173, 1 PositionMS-993, EE, Changes in [ ] Station  
T/O, 1 Position25X1A6  
AMS-989, EE, Changes in [ ] Station  
T/O, 1 Position25X1A6  
AMS-1017, EE, Upgrading of Position  
BGF-1039, 1 Position

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[redacted]

MS-1005, NEA, T/O Change, (Position  
No. BE 507), 1 Position

MS-983, NEA, Establishment of 1  
Position [redacted]

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MS-988, SR and FE, Transfer From  
SR to FE, 1 Position

MS-2488, Suggested that Agency  
Regulation [redacted] dated 21  
March 1952 be Rescinded

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Training -

(1) Bi-weekly discussion carried on concerning recent developments in management field - 2 hours.

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(2) [redacted] attended the initial class session of Advanced Organizational Management Graduate School, American University. Class and preparation - 6 hours.

2. Current Assignments:

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[redacted]

(1) MS 6-42, GS Information Reports  
Distribution Analysis and Procedures

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(2) MS 6-50, ES-2298, Pouch Registering  
Procedure

(3) MS 1015, SE, Establishment of Motor  
Vehicle Position, [redacted] Station,  
2 Positions

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(4) MS 1016, PP Staff, Conversion of  
Slot, 1 Position

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[redacted]

(1) MS 6-53, Analyses of PI Organization

(2) MS 979, EM, Transfer and Relocation  
of Finance Positions, 3 Positions

(3) MS 992, EM, Changes in [redacted] T/O,  
1 Position

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(4) MS 995, WH, Reclassification of  
Position in [redacted] T/O,  
14 Positions

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**SECRET**

- (5) MS 998, TSS, Request for Additional Civilian Positions, 7 Positions
- (6) MS 999, Comme Establishment of 5 New Positions
- (7) MS 1001, ME, Changes in [ ] Station T/O, 1 Position 25X1A6 A
- (8) MS 1006, ME, [ ] Organizational Changes, 1 Position 25X1A6 A
- (9) MS 1014, ME, Reallocation of Position BGF 719, 1 Position 25X1A6
- (10) MS 1018, ME, Changes in [ ] Station T/O, 6 Positions
- (11) MS 2071, Employee Suggestion Identifying References in Dispatches

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[ ]

- (1) MS 975, MEA, T/O Change, 3 Positions
- (2) MS 980, FE, Deletion of Slots, 12 Positions
- (3) MS 981, T/O Change, FE/[ ] 18 Positions 25X1
- (4) MS 1000, FE, Transfer of Support Base Section From FE/[ ] Headquarters to FE Support T/O, 4 Positions 25X1A8
- (5) MS 1002, FE Establishment of [ ] A Within Chief, FE, 6 Positions

- (6) MS 1013, MEA, Establishment of 10 FI GS-12 Position - Foreign Intelligence Staff, 1 Position
- (7) MS 1015, SE, Establishment of Motor Vehicle Position, [ ] Station, 2 Positions 25X1A6 A

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- (1) MS 5-38, T/O System Analysis, Manpower Control
- (2) MS 6-30, DD/P Forms Program
- (3) MS 6-32, Follow-up on National Agency Name Check Project
- (4) MS 6-34, DD/P Reports Management Program

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- (5) MS 6-44, Administrative Burden at Small Stations
- (6) MS 6-46, DD/P Business Machine Facilities - (This project was never initiated and will not be reported again until it is reactivated)
- (7) MS 2125, Transmittal of Reference Documents

[redacted]

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